

**Londonderry Township Board of Supervisors  
RE-ORGANIZATIONAL/REGULAR MEETING**

January 2, 2024  
7:00 p.m.

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[www.londonderrypa.org](http://www.londonderrypa.org)

*As a courtesy to everyone, please turn off all cell phones and/or pagers, or adjust these or similar devices so that others cannot hear them. Calls received during a meeting, if answered, should be taken outside of the meeting room. Thank you.*

**Call to Order:** Board Chair, Ms. Dale called the Board of Supervisors Re-organizational/Regular Meeting to order at 7:00 p.m.

**Salute the Flag**

**Attendance / Members Present:** Anna Dale, Chair  
Mel Hershey, Vice Chair  
Mike Geyer, Secretary/Treasurer  
Ron Kopp, Member  
Bart Shellenhamer, Member

**Present:** Steve Letavic, Township Manager  
Ed Kazlauskas, Assistant Code/Zoning Officer  
Monique Dykman, MS4 Specialist  
Andy Brandt, Public Works Director  
Sam Risteff, Golf Course Manager  
Andrew Kenworthy, P.E., Engineer  
Mike Wood P.E., Engineer  
Brett Flower, Esq. Solicitor

**Absent:** Jim Diamond, Esq., Solicitor

**Attendees:** See attached list for Residents/Guests in attendance

**RE-ORGANIZATION:**

**Temporary Chair**

Previous Chair Dale called for nominations of a Temporary Chair. Supervisor Ron Kopp motioned to appoint Supervisor Bart Shellenhamer as Temporary Chair. The motion was seconded by Secretary/Treasurer Mike Geyer.

There was no discussion.

The motion was unanimously approved.

**Chair**

Temporary Chair Bart Shellenhamer called for nominations of Chair.  
Secretary/Treasurer Mike Geyer nominated Supervisor Bart Shellenhamer as Chair.  
The motion was seconded by Supervisor Dale.

There was no discussion.

The motion was unanimously approved.

**Vice Chair**

Chair Shellenhamer called for nominations of Vice-Chair.  
Supervisor Dale nominated Ronald Kopp as Vice Chair. The motion was seconded by  
Chair Shellenhamer.

There was no discussion.

The motion was unanimously approved.

**Secretary**

Chair Shellenhamer called for nominations of Secretary.  
Supervisor Dale nominated Supervisor Mike Geyer for Secretary Supervisor Hershey  
seconded the motion.

There was no discussion.

The motion was unanimously approved.

**Appointments of the following (One motion to cover all appointments):**

Chair Shellenhamer called for one motion to cover all appointments as listed on the  
agenda

**RE-ORGANIZATION:**

Temporary Chair : Bart Shellenhamer  
Chair – Bart Shellenhamer  
Chair’s Bond Amount - \$500,000.00  
Vice Chair – Ron Kopp  
Manager – Steve Letavic  
Secretary – Mike Geyer  
Secretary’s Bond Amount - \$500,000.00  
Treasurer – Mike Geyer / Assistant Treasurer– Brian Marchuk

Board of Supervisors Bond Amounts - \$500,000 per authorized check signer. Ronald Kopp and Anna Dale

Legal Counsel – Eckert Seamans / Jim Diamond, Esq.

Auditors – Musser Hamilton/ Nicholas Shearer

Engineers – HRG / Andrew Kenworthy, P.E.

Alternate Engineers – Associated Building Inspections, Inc.

Vacancy Board Chairman –Irv Turpin

Fire Marshall – State Police

Emergency Management Agency Coordinator – Bart Shellenhamer

Planning Commission – Ruth Jilka, Alternate Member

Zoning Hearing Board – Kevin Little, Member

Joe Sheehan, Member

George Studenroth, Alternate Member

Zoning Solicitor – Stan Laskowski, Esq.

BCO /Zoning Officer – Jackie Wilburn/Mike Wood, P.E.

Codes Officer: Ed Kazlauskas

SEO – Tim Wargo, Hoover Engineering

Alternate SEO – HRG

Right-To-Know Officer – Steve Letavic

Assistant Right-To-Know Officer – Ed Kazlauskas

CAPCOG – Anna Dale

CAPCOG Alternate – Bart Shellenhamer

Communities That Care – Mike Geyer

PSATS Participation & Voting Delegate – Anna Dale

Depository: Truist Bank – General Fund

Mid Penn Bank – General Fund, Golf Course, Liquid Fuels, Debt Service,  
Capital Projects, LVFC Capital Construction, PennVest, ME2 and Escrow

Supervisor Dale motioned to accept the appointments listed above. Seconded by Supervisor Hershey.

There was no discussion.

The motion was unanimously approved.

### **REGULAR MEETING:**

#### **Citizens Input –**

Joe Sheehan made the Board aware of a flooding issue on Hickory Lane.

Kevin and Laura Little who reside at 70 Autumnwood Dr. asked the Board to consider safety concerns of all Residents in future R-1 and R-2 discussions.

Mary Beth O'Hara of Autumnwood Dr. has concerns about possible unknown transient traffic in her neighborhood. Her son Michael O'Hara echoed his mother's statements.

**Approval of Minutes –**

- December 4, 2023 Board of Supervisors Meeting  
Approval of the December 4, 2023 were tabled until further notice.
- December 19, 2023 Board of Supervisors Work Session  
Secretary/Treasurer Geyer motioned to approve the December 19, 2023 Work Session minutes as presented. Vice Chair Kopp seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Manager's Report – Steve Letavic**

**Proposed Resolutions 2024-01, 2024-02, and 2024-03**

Township Manager Letavic asked the Board to consider approving Resolutions 2024-01, 2024-02 and 2024-03 as presented.

**Resolution 2024-01 Establishing the Fee Schedule for 2024**

Supervisor Hershey motioned to approve Resolution 2024-01 - Establishing the Fee Schedule for 2024. The motion was seconded by Supervisor Dale.

There was no further discussion.

The motion was unanimously approved.

**Resolution 2024-02 Setting the 2024 Mileage Reimbursement Rate**

Supervisor Hershey motioned to approve Resolution 2024-02 Setting the 2024 Mileage Reimbursement Rate. The motion was seconded by Vice Chair Kopp.

There was no further discussion.

The motion was unanimously approved.

**Resolution 2024-03 Changes to Authorized Check Signatories on Township Owned Bank Accounts**

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Supervisor Hershey motioned to approve Resolution 2024-03 Changes to Authorized Check Signatories on Township Owned Bank Accounts. The motion was seconded by Secretary/Treasurer Geyer.

There was no further discussion.

The motion was unanimously approved.

**Name Brian Marchuk as the Pension Plan Chief Administrator**

Township Manager Letavic asked the Board to name Brian Marchuk as the Chief Administrative Officer for Pension Plan.

Vice Chair Kopp motioned to name Brian Marchuk as the Chief Administrative Officer for Pension Plan. Supervisor Dale seconded the motion.

There was no further discussion.

**2024 Meeting Date Schedule**

Township Manager Letavic asked the Board for a motion to approve the Meeting Date Schedule for 2024.

Supervisor Hershey made the motion to approve the Meeting Date Schedule for 2024. The motion was seconded by Supervisor Dale.

There was no further discussion.

The motion was unanimously approved.

**2024 Holiday Schedule**

Township Manager Letavic asked the Board for a motion to approve the 2024 Holiday Schedule.

Supervisor Hershey made the motion to approve the 2024 Holiday Schedule. The motion was seconded by Vice Chair Kopp.

There was no further discussion.

The motion was unanimously approved.

**Formal requests to PennDOT to complete safety studies**

Township Manager Letavic asked the Board for a motion to approve sending formal requests to PennDOT to complete safety studies at the intersections of Schoolhouse Road and Colebrook Road and Newberry Road and Schoolhouse Road at no charge to the Township.

Supervisor Hershey made the motion to approve sending formal requests to PennDOT to complete safety evaluations at the intersections of Schoolhouse Road and Colebrook Road and Newberry Road and Schoolhouse Road at no cost to the Township. The motion was seconded by Secretary/Treasurer Geyer.

Call for discussion: Supervisor Hershey asked Public Works Director Brandt for an update on previous actions concerning Schoolhouse and Colebrook Roads and asked Engineer Kenworthy if studies performed on Newberry and Schoolhouse Roads would have impacts on the safety study requests. There would be no impact.

The motion was unanimously approved.

#### **Potential Engagement of Independent Auditor**

Township Manager Letavic discussed possible issues raised by the Township Solicitor concerning the previously approved engagement of an Independent Auditor. The contract language in question was also reviewed by the Township's Finance Director . Mr. Marchuck stated that the language was required by the insurance company. Solicitor Flower stated that Mr. Diamond, Esq. was satisfied with language.

Township Manager Letavic asked for a motion to approve the engagement of Hamilton & Musser including the language that was previously struck to do the 2024-2025 independent financial audit of the Township.

Supervisor Dale submitted the motion. It was seconded by Supervisor Hershey.

There was no further discussion.

The motion was unanimously approved.

#### **Treasurer's Report – Steve Letavic**

Township Manager Letavic asked the Board for approval to pay the bills as presented.

**Payment of Invoices:**

<b>FUND</b>	<b>Checks written in December 2023 for Supervisor approval</b>
General Fund	\$ 317,769.00
LVFC Capital Construction Fund	\$ 0.00
Escrow Fund	\$ 29,752.88
Capital and Operating Fund	\$ 0.00
Fire Company Fund	\$ 0.00
Paving Fund	\$ 0.00
MS4 Fund	\$ 0.00
Golf Course Fund	\$ 5,978.00
Debt Service Fund	\$ 13,668.86
Liquid Fuels Fund	\$ 1,460.13
Capital Projects Fund	\$ 0.00
ME2 Fund	\$ 0.00
PennVEST Fund	\$ 0.00
<b>Total by when written</b>	<b>\$ 418,628.87</b>

Township Manager Letavic explained to the Board that the amount of \$159,000.00 included in the General Fund expenses were from a grant received from the National Fish and Wildlife Foundation for work on the Conewago Creek project that works as a conduit to pay for the contractor and it will have zero impact on the Township.

Secretary/Treasurer Geyer made the motion to approve payment of the bills for December 2024 as presented. The motion was seconded by Supervisor Dale.

There was no further discussion.

The motion was unanimously approved.

**Zoning/Codes** – Mike Wood, P.E.

**Consider release of Improvement Guarantee – 2888 East Harrisburg Pike  
(Vermeer)**

Engineer Wood informed the Board that an inspection was performed and HRG recommends the release of the remaining financial security in the amount of \$23,743.00. He asked the Board for a motion to consider the release of the improvement guarantee in the amount of \$23,743.00 in conjunction with the 2888 East Harrisburg Pike (Vermeer) Plan.

Supervisor Hershey made the motion to approve the release of the improvement guarantee in the amount of \$23,743.00 in conjunction with the 2888 East Harrisburg Pike (Vermeer) Plan. Vice Chair Kopp seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Final Subdivision Plan for Rekah Tolani, LLC**

Engineer Wood informed the Board that the plan proposes a reconfiguration of three existing lots, which will make the one non-conforming lot a now developable lot. Two waivers have been requested in the revised submission:

1. Minor Subdivision Preliminary Plat Procedures §22-303.1 & §22-304
2. Plan Scale §22-303.1.A.2.e

He noted that the Planning Commission recommended support at their December 18, 2023 meeting.

Supervisor Hershey made the motion to recommend approval of the requested waiver from SALDO Section 22-303.1 & 22-304 – Submission of a Preliminary Plan. The motion was seconded by Vice Chair Kopp.

There was no further discussion.

The motion was unanimously approved.

Engineer Wood asked the Board for a motion to recommend approval/denial of the requested waiver from SALDO Section 22-303.1.A.2.e pertaining to plan scale.

Vice Chair Kopp made the motion for approval of the requested waiver from SALDO Section 22-303.1.A.2.e pertaining to plan scale. It was seconded by Supervisor Dale.

There was no further discussion.



The motion was unanimously approved.

Engineer Wood asked the Board for a motion to approve the Final Subdivision Plan for Rekah Tolani, LLC conditioned upon remaining comments in HRG's review letter dated December 7, 2023 are satisfactorily addressed.

Supervisor Hershey made the motion to approve the Final Subdivision Plan for Rekah Tolani, LLC conditioned upon remaining comments in HRG's review letter dated December 7, 2023 are satisfactorily addressed. Vice Chair Kopp seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**MS-4 Environmental Department – Monique Dykman  
Progress Report for Environmental MS4 Department January**

- NFWF Grant is closed out. Met with Grant Advisor on site to see project, discussed moving \$500,000 NFWF to future phases; seemed likely.
- Installed signage for restoration along Recreation Trail with Lancaster Parks.
- Attended meetings with partner groups.
- See HRG Retainer Agreement to apply for SBRC's Consumption Mitigation Grant for the Conewago Creek Floodplain Restoration.

In response to Supervisor Hershey's inquiries, Ms. Dykman provided further explanation of HRG's Retainer Engagement proposal and Engineer Kenworthy clarified the terms of the proposal. Supervisor Hershey requested a larger emphasis on water sampling and quality and the impact of the 2 planned communities connecting to sewer on the Conewago Creek.

Ms. Dykman asked the Board for a motion to approve the engagement letter for HRG to apply for an SRBC grant for design and permitting of Phase Four and construction.

Secretary/Treasurer Geyer made the motion to approve the engagement letter for HRG to apply for an SRBC grant for design and permitting of Phase Four and construction. Supervisor Kopp seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Public Works Report – Andy Brandt**

**Progress Report for Public Works Department 11-26 to 12-16-2023**

- Weekly: truck & equipment pm checks; Toolbox Safety Talks
- Bi-weekly: road checks
- Cleaned and serviced trucks and equipment
- Vacuumed and blew leaves from roadside gutters
- Worked with golf course crew on various projects on the golf course
- Salted roads due to snow
- Picked up mulch for golf course
- Hauled compost to dump
- Removed downed tree from S Hertzler Rd
- Trimmed trees

**Monthly Planner**

- Weekly: truck & equipment checks, Toolbox Safety talks
- Bi-weekly: road checks
- Repair/replace street signs as needed
- Winter road maintenance
- Truck & equipment repairs, as needed
- Street sign repairs, as needed

**C.M. High, Inc. Traffic Light Maintenance Contract Proposal**

Public Works Director Andy Brandt asked the Board to approve the contract from C.M. High, Inc. for traffic light maintenance.

Vice Chair Kopp made the motion to approve the contract with C.M. High, Inc. for Traffic Light Maintenance. Supervisor Dale seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Golf Course and Bar & Grill Report - Sam Risteff**

**December 2023 Financial Report**

Mr. Risteff, Golf Course Manager, provided the operating results for the month of December.

**Engineer's Report** – Andrew Kenworthy, P.E.

Engineer Kenworthy informed the Board that he had no items to report, other than items than previously discussed. He stated that he would be sharing how many Residents along the Rt. 230 Corridor have connected in the near future.

**Solicitor's Report** – Brett Flower, Esq.

**Proposed Zoning Ordinance Text Amendment, as drafted by the Planning Commission, regarding mobile homes, short term rentals, bed and breakfast uses and related items for advertisement, notice, referral to Tri-County Planning Commission, and scheduling of hearing and public meeting.**

Solicitor Flower asked the Board for a motion to approve for advertisement, notice, referral to Tri-County Planning Commission, and scheduling of hearing and public meeting the proposed draft zoning ordinance amendment, as drafted by the Planning Commission, relating to mobile homes, short term rentals, bed and breakfast uses. She recommended that the Public Hearing be set for March 4, 2024 Board Agenda to satisfy all regulatory concerns. The proposed Zoning Ordinance Text Amendment will be placed on the January 17, 2024 Work Session Agenda for further discussion. The Board will place the draft Ordinance on the Township website.

Supervisor Hershey made the motion to approve for advertisement, notice, referral to Tri-County Planning Commission, and scheduling of hearing and public meeting the proposed draft zoning ordinance amendment, as drafted by the Planning Commission, relating to mobile homes, short term rentals, bed and breakfast uses. This item shall be placed on the January 17, 2024 Work Session Agenda and the draft Ordinance will be posted on the Township website. Ms. Dale seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Proposed Ordinance for new Chapter 11 relating to the comprehensive regulation, licensing and inspections of rental housing, for advertisement and notice.**

Solicitor Flower asked the Board for a motion to approve the Proposed Ordinance for new Chapter 11 relating to the comprehensive regulation, licensing and inspections of rental housing, for advertisement and notice.

Supervisor Hershey made a motion to approve the Proposed Ordinance for new Chapter 11 relating to the comprehensive regulation, licensing and inspections of rental housing, for advertisement and notice. This item shall be placed on the January 17, 2024 Work Session Agenda and the draft Ordinance will be posted on the Township Website. Secretary/Treasurer Geyer seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Proposed Zoning Ordinance Text Amendment regarding self-storage uses for advertisement, notice, referral to Tri-County Planning Commission, and scheduling of hearing public meeting as drafted by the Planning Commission.**

Solicitor Flower will ask the Board for a motion to approve the proposed Zoning Ordinance Text Amendment regarding self-storage uses for advertisement, notice, referral to Tri-County Planning Commission, and scheduling of hearing public meeting as drafted by the Planning Commission.

Secretary/Treasurer Geyer made the motion to approve the proposed Zoning Ordinance Text Amendment regarding self-storage uses for advertisement, notice, referral to Tri-County Planning Commission, and scheduling of hearing public meeting as drafted by the Planning Commission. This item shall be placed on the January 17, 2024 Work Session Agenda and the draft Ordinance will be posted on the Township Website. Supervisor Dale seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Proposed Zoning Ordinance Text Amendment regarding addition of buffer yard requirement for large residential or mixed-use developments and to make certain clarifications regarding buffer yards generally for advertisement, notice, referral to Township and County Planning Commissions, and scheduling of hearing public meeting.**

Solicitor Flower will ask the Board for a motion to approve the Proposed Zoning Ordinance Text Amendment regarding addition of buffer yard requirement for large residential or mixed-use developments and to make certain clarifications regarding buffer yards generally for advertisement, notice, referral to Township and County Planning Commissions, and scheduling of hearing public meeting.

Secretary/Treasurer Geyer questioned how to possibly protect current Residents from the encroachment of large or mixed use developments.

Secretary/Treasurer Geyer made the motion to approve the Proposed Zoning Ordinance Text Amendment regarding addition of buffer yard requirement for large residential or mixed-use developments and to make certain clarifications regarding buffer yards generally for advertisement, notice, referral to Township and County

Planning Commissions, and scheduling of hearing public meeting This item shall be placed on the January 17, 2024 Work Session Agenda and the draft Ordinance will be posted on the Township Website. Supervisor Dale seconded the motion.

There was no further discussion.

The motion was unanimously approved.

**Amendment to Steve Letavic Employment Agreement**

Solicitor Flower asked the Board for a motion to approve / disapprove / table consideration of the First Amendment to Agreement for Month-to-Month Continuation of Employment and Temporary Extension of Retirement Date between the Township and Steve Letavic relating to sick day benefits as drafted for the Board by the Solicitor.

Vice Chair Kopp made the motion to approve consideration of] the First Amendment to Agreement for Month-to-Month Continuation of Employment and Temporary Extension of Retirement Date between the Township and Steve Letavic relating to sick day benefits as drafted for the Board by the Solicitor. The motion was seconded by Secretary/Treasurer Geyer.

There was no further discussion.

The motion was unanimously approved.

**EMA Report** – Bart Shellenhamer -- None

**New Business** -- None

**Old Business** -- None

Supervisor Hershey commented how he much appreciated the reports submitted by Ms. Wilburn.


**Executive Session**

*"THE BOARD OF SUPERVISORS RESERVES THE RIGHT PURSUANT TO ACT 84 OF 1986 AS AMENDED TO HOLD EXECUTIVE SESSIONS BETWEEN THE TIMES OF THE BOARD'S OPEN MEETING FOR ANY PURPOSE AUTHORIZED BY STATUTE"*

**Adjournment**

Supervisor Hershey motioned to adjourn the meeting and it was seconded by Secretary/Treasurer Geyer. Meeting adjourned at 9:01 p.m.

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A handwritten signature in cursive script, appearing to read "Michael Geyer".

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Secretary/fr